

**DEPARTMENT OF HIGHER EDUCATION AND TRAINING
(THEKWINI TVET COLLEGE)**

- APPLICATIONS** : Please apply through [Job Detail | My Website \(thekwini.edu.za\)](http://Job_Detail_|_My_Website_(thekwini.edu.za)) We do not accept hand delivered, emailed and/or posted applications, all applications must be done on the Pnet website and upload all documents required per advert.
- CLOSING DATE** : 01 July 2022
- NOTE** : Applications must be submitted on the prescribed Z83 (obtainable from any Public Service Department or on the internet at (www.gov.za/document), which must be completed in full, signed and dated by the applicant. NB: All parts of the Z83 form must be filled in full. On application please submit Z83 and also a detailed Curriculum Vitae. Please note certified copies of qualifications and other relevant documents will be required on or before the day of the interview. NB: The employment decision shall be informed by the Employment Equity Plan of the College. The College reserves the right not to make an appointment in these positions. Correspondence will be limited to short-listed candidates only. All successful candidates will be subjected to qualifications verification before appointment. Applicants who have not been contacted within eight weeks of the closing date of advertisement should accept that their applications were unsuccessful.

OTHER POSTS

- POST 22/54** : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: SCM 01/06/2022 (X1 POST)**
Permanent
- SALARY CENTRE REQUIREMENTS** : R382 245 per annum (Level 09)
Thekwini TVET College (Central Office)
Matric certificate or equivalent Recognised and relevant tertiary qualification (REQV13) in Purchasing or Logistics Management qualification/Financial/Logistic Management or equivalent qualification Three to Five (3-5) year Demand and Acquisition/Logistics Management experience of which two (2) should be on supervisory level Knowledge and understanding of Public Finance Management Act (PFMA), Supply Chain Management (SCM) to guide Accounting Offices and related legislation Knowledge of the Preferential Procurement Policy Framework Act (PPPF), treasury Regulations Supply Chain Framework Act and Broad-Based Black Empowerment Act (BBEE) Knowledge and understanding of the Supply Chain Management cycle which includes demand, acquisition, logistics, and disposal and supplier relationship management Good computer skills (including Word, PowerPoint and Outlook) with excellent Excel skills Good knowledge of one or more accounting software packages Leadership and management skills; Good communication and interpersonal skills Good administration skills Valid and unendorsed Code EB Drivers Licence Experience in the Public Sector will be an advantage.
- DUTIES** : Coordinate (synergies), review, research, analyses and plan the procurement needs of the College Coordinate review, collect and collate information for the annual procurement plan Supervise and compile tender/quotation specifications as required Develop, implement and maintain the supplier database Supervise employees to ensure an effective demand management service and undertake all administrative functions required with regard to financial and HR administration Coordinate and review the processing of requisitions for goods and services Coordinate the safekeeping and distribution of goods Coordinate the control of stock Coordinate the disposal of stock inventory Control and safe guarding of all supply chain documentation.
- ENQUIRIES** : Ms. Vuyiswa Madonda Tel No: 031 250 8408/Mr. E Mahlasela Tel No: 031250 8232/Ms. S Ndwandwe Tel No: 0312508402
- POST 22/55** : **ASSISTANT DIRECTOR: EMPLOYEE RELATIONS REF NO: CO 01/06/2022 (X1 POST)**
Permanent
- SALARY** : R382 245 per annum (Level 09)

- CENTRE REQUIREMENTS** :
- : Thekwini TVET College (Central Office)
 - : Matric certificate or equivalent Recognized and relevant tertiary qualification (REQV13) in Labour Relations / Labour Law / Human Resource Management
 - : Seven years' functional work experience in Labour Relations/Human Resource Management or related field coordinating discipline and grievance process, of which three years should be at managerial (supervisory) level Traceable experience and sound knowledge of labour relations statutes including but not limited to:- BCEA, LRA, EEA, Employment of Educators Act, SDA, PSA, PSR, POPI Act, ELRC and PSCBC resolutions Good computer skills (including Excel, Word, PowerPoint and Outlook) Excellent interpersonal skills, communication skills (verbal and written) and negotiation skills Good administration, presentation and reporting skills Leadership and management skills Ability to maintain a high level of confidentiality at all times Valid and unendorsed Code EB Drivers' Licence Experience in the public sector Experience in the TVET sector will be an advantage.
- DUTIES** :
- : Perform all duties related to the Labour Relations office maintaining a sound labour relations environment in the College. Develop and implement Labour Relations policies and manuals. Ensure proper implementation of disciplinary procedures, grievance procedures and code of conduct. Conduct investigations. Prepare for and facilitate disciplinary hearings. Handle all Labour Relations matters, internal and external legal matters (Court, CCMA / Bargaining Councils). Ensure formal engagement between labour and the employer for purposes of consultation and negotiations. Coordinate and facilitate Labour Relations trainings and workshops. Prepare and submit reports timeously. Perform HR duties and any other HR related tasks as directed by the Supervisor.
- ENQUIRIES** :
- : Ms. Vuyiswa Madonda Tel No: 031 250 8408/Mr. E Mahlasela Tel No: 031250 8232/Ms. S Ndwandwe Tel No: 031 250 8402